



# Ash Manor School

## Aspire and Achieve



### JOB DESCRIPTION & KEY ACCOUNTABILITIES

**Post Title:** Head of Department - Modern Foreign Languages

**Location:** Ash Manor School

### MAIN PURPOSE OF JOB

*This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.*

- ❖ To provide professional leadership, direction and management for the MFL Department in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.
- ❖ To lead the development of excellent teaching and learning of French and Spanish.
- ❖ To support the daily work of the department, including supporting the management of MFL in the curriculum, the implementation of policy decision, and the organisation of appropriate lessons.

### MAIN ACCOUNTABILITIES

*The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.*

#### Accountability

- ❖ Secure continuous improvement and development in every area of MFL including Teaching and Learning, raising standards and producing the highest levels of student achievement to ensure student targets are met or exceeded.
- ❖ Manage the departmental budget and resources effectively and efficiently.
- ❖ Effectively lead, manage and deploy teaching within MFL to ensure the highest student outcomes.
- ❖ Continuously raise standards of student attainment through a rigorous schedule of assessment, tracking and intervention so that underachievement is identified early and redressed through precise, effective intervention.
- ❖ Contribute to, and drive forward, the school's vision, values, aims and policies as a Leader and ensure that they are translated into action across the department and the school.

#### Liaison

- ❖ Leadership Team and Governing Body
- ❖ SEND Team
- ❖ Pastoral Leaders
- ❖ Students
- ❖ Parents
- ❖ Other Teaching and Support Staff

## MAIN DUTIES AND CORE ACCOUNTABILITIES

### Learning and Teaching

- ❖ To consistently deliver good/outstanding lessons and support others to do the same.
- ❖ To secure and sustain a positive climate of students' learning and behaviour in the department.
- ❖ Ensure that detailed schemes of work and lesson planning procedures are in place which meet the requirements of the curriculum, provide appropriate challenge and are differentiated to meet the needs of all students, including those of high ability and those with SEN or linguistic needs.
- ❖ To provide guidance on the choice of appropriate teaching and learning strategies to meet the needs of all students.
- ❖ To evaluate the teaching within the curriculum area, identify effective practice and areas for improvement and take appropriate action to further improve the quality of teaching.
- ❖ To work with the department to implement a clear set of principles to ensure there is accurate monitoring and reporting of student progress and highly effective marking and feedback provided to all students.
- ❖ To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.

### Leadership

- ❖ To create a climate within the department and the wider school which enables staff to develop, challenge and support each other, resulting in improved teaching and learning.
- ❖ To participate in an effective evaluation programme which informs departmental and whole school self-evaluation processes and identifies priorities for improvement.
- ❖ To lead the professional development of MFL staff and liaise with appropriate colleagues to co-ordinate the provision of high quality professional development.
- ❖ To delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability.
- ❖ To conduct appraisals in accordance with the school Teacher Appraisal Policy and use the process to develop their professional effectiveness.

### Other duties and responsibilities

- ❖ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- ❖ To contribute to the review of School policies as appropriate.
- ❖ To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
- ❖ To develop links with Governors, LAs and neighbouring schools.
- ❖ To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress.
- ❖ To undertake any other duties as may be reasonably requested by the Headteacher.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....